

DRAFT: WLM
6 November 1960

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

File
40 Series

ADMINISTRATIVE INSTRUCTION
NO. 60-

SUBJECT: Property Utilization

1. In order to obtain maximum economical use of non-expendable equipment, there is hereby established a property utilization program to be administered as set forth herein.

2. Numerical limitations of all common-use items (Class A,B, and C) will be established by agreement between Administrative Officers of each office and staff section in accordance with personnel authorized by the Management Staff. For this purpose, the attached recommended standards of issue will be followed with respect to all common-use items by Administrative and Accountable Officers, and re-distribution of property now in use in all CIA activities will be accomplished in order to be within these recommended standards for an entire activity. Numerical limitations for common-use items may be increased or decreased by mutual agreement between the Administrative Officer and the Chief, Services Division, Administrative Staff. Issues in excess of numerical limitations as agreed upon will not be made by the Supply Branch, Services Division.

3. Administrative and Accountable Officers will take such action as is necessary to accomplish maximum use of all equipment and to requisition suitable equipment to fill specific needs. Examples of improper use of equipment are:

- (a) The use of drawer space in expensive insulated filing cabinets for the storage of office supplies.
- (b) The requisitioning and holding of long-carriage typewriters, adding and calculating machines in offices which require such machines for infrequent use.

4. The Audit Group, Services Division, Administrative Staff, will review the use of equipment as a part of periodic audits which will be performed on accountability records as now established. The recommendations of representatives of the Audit Group, Services Division, will be complied with in all instances where recommendations are reasonable for common-use items, as well as special-requirement items. Equipment excess to the needs of CIA activities will be reported as excess by the use of a Property Turn-In Slip, Form No. 36-26, where the property will be issued to other CIA activities, as required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Captain, USA
Executive

25X1A9a